

# CAREER OPPORTUNITY

## **SOCIAL WORKER I**

**TUOLUMNE COUNTY DEPARTMENT OF SOCIAL SERVICES**

**Monthly Salary: \$2,577 – \$3,146**

**Application Deadline:**

**April 10, 2009**

Close of Business

**Written Examination:**

Tentatively scheduled for

**Friday, April 24, 2009**

**Oral Examination:**

Tentatively scheduled for the  
week of **May 11, 2009**

**Location:**

The administrative offices for the  
Tuolumne County Department of  
Social Services are located in  
Sonora, California.

**Additional Information**

License: A valid driver's license  
may be required at the time of  
appointment. Individuals who do  
not meet this requirement due to  
a disability will be reviewed on a  
case-by-case basis.

The existing eligible list will be  
abolished upon the completion of  
this examination.

**The Position**

Working under close supervision, the Social Worker I is the entry/trainee class in the professional Social Worker series. A Social Worker I receives in-service training in social services programs and basic case study methods in order to perform elementary social services and identify needs for more intensive services; carries a limited non-complex caseload; interviews clients; refers to community resources or other agency personnel and other related work as required. As requisite skill and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to the Social Worker I level due to the nature of the work, employees are expected to promote to the Social Worker II after one year of satisfactory performance at the trainee level.

**Minimum Qualifications**

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.

**EITHER**

Graduation from a four year college;

**OR**

Successful completion of thirty (30) college semester units, including fifteen (15) units in social welfare, social/human services, sociology, or other social or behavioral science\*,

**AND**

One (1) year of full-time experience comparable to the Social Service Aide, Eligibility Worker II, or Employment and Training Worker II classification; **or** Three (3) years of full-time experience comparable to the Vocational Assistant or Homemaker classification; **or** Two (2) years of full-time experience as a teacher or nurse, or as a counselor in a public or private social service agency.

*\* Examples of social or behavioral science courses include:*

*anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.*



**SEE REVERSE FOR  
INSTRUCTIONS ON HOW TO  
APPLY FOR THIS POSITION**

# Tuolumne County is an Equal Opportunity Employer

## HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application and class course listing. Applicants are encouraged to apply online by logging onto [www.mss.ca.gov](http://www.mss.ca.gov) and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Tuolumne County Department of Social Services administrative offices, or the County Personnel Department. **Application documents must be mailed to the address below and received by close of business on the application deadline. POSTMARKS ARE NOT ACCEPTED.**

### MERIT SYSTEM SERVICES

241 Lathrop Way  
Sacramento, CA 95815  
(916) 263-3614

**Note:** Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.

## THE EXAMINATION PROCESS

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. When your status is determined, MSS will send you a letter via U.S. Mail informing you of such. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

## SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least **TWO WEEKS PRIOR** to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don't forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614.

## FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at [www.eres.com](http://www.eres.com) for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at [www.naces.org](http://www.naces.org). MSS will accept verification of degree equivalency from any of the listed member agencies.

*Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.*

Bulletin Issue Date: April 1, 2009

<b>SOCIAL WORKER I, II, III</b> <b>APPLICANT'S LIST OF COMPLETED COLLEGE COURSES</b>	
<b>Name:</b>	
<b>County Applying To:</b>	<b>Date:</b>
<p align="center"> <b>Attach this completed form to your MSS application and send to:</b>  <b>Merit System Services</b>            241 Lathrop Way            Sacramento, CA 95815         </p>	

**\*Examples of acceptable courses include those in the following areas of study:** Anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

**FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR APPLICATION TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION IF YOU ARE RELYING ON YOUR EDUCATION TO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION. (College transcripts MAY NOT be substituted in lieu of completing this form.)**

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